



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR
THOMAS C. BOUSKA, SERVICE AREA MANAGER

10/23/13

Esther Altman
604 S 10th Ave
Rock Rapids, Iowa 51246

Dear Child Care Provider,

This letter is in regards to the 10/21/13 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

As we discussed during the compliance check, you had a total of nine preschool and infants that you were providing child care for and were over numbers. You are to write a corrective action plan and submit to the Dickinson County Department of Human Services by November 7, 2013, regarding how you are going to stay under numbers, including how many children you will have at one time and the ages of each child. This was the second compliance check that you have been over numbers. If it occurs again the Department of Human Services will begin proceedings to revoke your registration. The Department of Human Services will be making random checks at your home throughout the year to make sure that you remain in compliance regarding the ages and number of children you are providing child care for.

You also were informed that you could not leave the children unsupervised in the lower level of your home while you are on the main floor of your home preparing meals. You need to write a corrective action plan and submit to the Dickinson County Department of Human Services by November 7, 2013, regarding how you are going to supervise the child care children in your care while you are preparing meals.

You were informed that you could not use car seats for children to nap in until age two as this is not safe. You stated you refused to get cribs. You need to write a corrective action plan and submit to the Dickinson County Department of Human Services by November 7, 2013 on where the children will be napping and what you will be using for the children to safely nap.

A referral has been made to Child Care Resource and Referral. They can come to your home and assist you in the areas where you were found to be out of compliance so that you are in compliance with Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110 specific requirements as a Registered Child Development Home.

☐ 110.4 No more children are in care than the rules for the specific category will allow.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)a Has a non-pay working telephone. A cell phone cannot be the primary phone.

You said that you mainly use your cell phone. To use your cell phone as the primary phone in your home, you need to have each child's information in your cellbphone, including the child's parent's names, their phone numbers, their work phone numbers, emergency contacts names and phone number and physicians name and number.

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.

Electrical cords along the wall near the bathroom need to be secured and not freely hanging.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

A smoke detector is needed in each child-occupied room. You need a smoke detector in the back bedroom where the children nap.

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

The smoke detector outside the back bedroom needs to be securely attached to a wall and not loosely hanging.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

You had no documentation the each smoke detector is tested monthly and a record is kept for inspection purposes.

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

Please see above regarding children who are too old to be safely napping in car seats.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

These are needed on you and your husband.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

It has been over 5 years since you took.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

You said during the compliance check that you use Marlys DeBruin on occasion when you need her assistance.

I contacted CRSACCA on 10/22/13. On your last registration you did not request Marlys DeBruin to be listed as an assistant. She is not approved on your registration as an assistant. If you wish to use her as an assistant in your child care you will need to contact CRSACCA@dhs.state.ia.us and request her name be added to your registration as an assistant. . Until that is done, and she has been approved as an assistant on your child care registration she cannot be used in your child care.

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

Needed

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Needed

☐ 110.5(8) Children's Files

Each child's file needs all of the following, and updated annually.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9)a Gives careful supervision at all times.

☐ 110.5(9)c Gives consistent, dependable care.

☐ 110.5(9)c Is capable of handling emergencies.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "B"

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 1-866-336-2555 ext 2409 if you have any questions regarding this letter.

Sincerely,

Kim Heneke BSW SWII
Dickinson County Department of Human Services
1802 Hill Ave
Suite 2401
Spirit Lake, Iowa 51360
1-866-336-2555 ext 2409

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-859-2025.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://cmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).

